STANDARD FORM NO. 64

Approved For Release 2003/02/27 OLA ADP54,00177A000100130031-5 UNITED STATES GOVERNMENT

TO

Chief, Administrative Service

DATE: 11 January 1952

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FROM:

Chief, Transportation Division

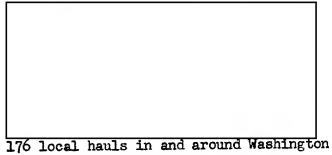
SUBJECT:

Monthly Report of Transportation Activities - December 1951

The following report of activities of the Transportation Division during the month of December is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



2. Que Building Motor Pool Operations:

685 total trips made

38 average number of trips per day

8091 total miles operated

449.5 average miles per day

4.9 average number of cars in pool per day 11.8 average miles per trip

27.6 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	Total Miles	Total Trips	Average Miles Per Day
October	9,887	899	429•8
November	10,091	934	480•5
December	8,091	685	449•5

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 20,462 passengers, and average of 1136.7 per day. Win WLY HAL

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3.	Following is a report of the activi	ties of the Garage:	25X1
	During the month four (4) veh etc., on the "Rotation" plan.	icles were completely checked, tuned,	
	Repair Jobs	27	
	*Labor	- 31	
•	Parts	- \$ 390.50	
	rarus	- 241.50	
	Repair Jobs Performed Outs	4.85	
	Labor		
	Parts	- \$ 51.20	
	1 8.1 65	- 19.35	
	Maintenance Work		
	*Labor	~ 255 55	
		- \$ 855.75	
	Parts	- 17.31	
	*Work performed by Mechanics		
~	Maintenance Work (Perform	ed by Mechanic's Helpers)	
	Cars Washed	204	
	Cars Lubricated	- 185	
		- 7 <u>1</u>	
	Other Service Jobs	- 95	
over Duri	eall saving of \$451.66 for the month.	sion hauled 2.315 cases total weight	1
25,0	Fifty-two passenger cars operated 50 39 miles; while six (6) buses operat	,399 miles; thirty-three (33) trucks ed 9,749 miles, a grand total of 85,1	operated 87 miles
5. Trans	Volume of work and flow of personnel sportation Division was as follows:	through the Shipping Branch of the	
	Rail Reservations	Forest ma Marrow 1	051/4
	Airline Reservations	Foreign Travelers	25X1
	S.S. Reservations	Domestic Travelers	
	Hotel Reservations	Trans. Requests	
	noter reservations		
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